



HAZEL HEIGHTS RESIDENTS ASSOCIATION



HAZEL HEIGHTS RESIDENTS ASSOCIATION (HHRA)

Constitution and By-Laws

Version 1.0

Date Published: 16 Oct 2023

1. Introduction

This document outlines by-laws which constitute the basis for governance of the formal association of the residents in the community within the boundaries defined below.

1.1. Purpose and Scope

- 1.1.1. Identify and define the geographical boundaries of the community from which to draw the membership.
- 1.1.2. Establish organizational structure.
- 1.1.3. Define roles and responsibilities.
- 1.1.4. Define by-laws and operating guidelines.

1.2. General Notice

- 1.2.1. This document is a controlled issue and is subject to approval by the Board before it is published to the full membership.
- 1.2.2. The published version supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written.
- 1.2.3. The document may be amended at any membership meeting of the Association provided:
 - 1.2.3.1. The Amendment is promoted within the Boundaries seven (7) days prior to the vote being called on the amendment.
 - 1.2.3.2. The Amendment is approved by at least two-thirds of the voting members present at the meeting in which the vote is called.



1.3. Terms and Definitions

- 1.3.1. **Community Members** - all residents in the geographical area as defined under the HHRA boundaries
- 1.3.2. **Residents Association Members** - registered members of the HHRA residing within the defined geographical boundaries
- 1.3.3. **AGM** - Annual General Meeting
- 1.3.4. **Board of Directors** - the HHRA Board is a group of volunteer residents whose role it is to run the Association, referred to as the Board
- 1.3.5. **Proxy** - the authority to represent someone else, especially in voting

2. Residents Association

2.1. Name of Organization

The name of this organization shall be known as the Hazel Heights Residents Association, also referred to as the Association or HHRA, in this document.

2.2. Mission Statement

The non-profit Association shall pursue the betterment of community living for all residents within Hazel Heights geographical boundaries. This will be achieved through advocacy of community safety, engagement, and sharing of information and resources, in partnership with local officials.

2.3. Objectives

The Association sets the following objectives:

- 2.3.1. Inform the membership of issues concerning their community through public meetings, printed, and electronic material.
- 2.3.2. Lobby governments and local officials for better community health and safety.
- 2.3.3. Advocate on behalf of the community on issues relating to community development.
- 2.3.4. Hold/sponsor community events in order to promote a growing sense of community including local officials and law enforcement, when possible.
- 2.3.5. Support and communicate with municipal councillors and the City of Mississauga staff.



- 2.3.6. Express viewpoints to the municipal council which broadly represent the views of the community.
- 2.3.7. Collaborate with other Residents Associations in the City of Mississauga on advancing issues of mutual interest and/or benefit.
- 2.3.8. Other complementary purposes consistent with the HHRA mission statement.

2.4. Hazel Heights Residents Association Boundaries

Hazel Heights Association will include residential homes within these geographical boundaries, referred to as Boundaries:

- 2.4.1. East of: Credit River
- 2.4.2. West of: Creditview Road
- 2.4.3. South of: Bristol Road
- 2.4.4. North of: Carolyn Creek

2.5. Membership

The Association has two levels of membership:

2.5.1. Members

- 2.5.1.1. Residents registered with the Association, who are at least 18 years of age at time of registration and live within the Hazel Heights Residents Association boundaries are members.
- 2.5.1.2. Landlords are included as Members, with proof of home ownership (property tax statement).
- 2.5.1.3. Members have a voice and one vote per house at the AGM and any general membership meeting.
- 2.5.1.4. Members will register using the Registration Form, upon registering, all 18+ residing in their house will be considered as Members.
- 2.5.1.5. The form is available on the Association's web page <https://www.hazelheights.ca>.
- 2.5.1.6. Data collected via the Registration Form will be used according to the [Privacy Policy](#) in Appendix 1.
- 2.5.1.7. Members agree to pay a membership fee annually, per household. The fee amount is established by the Board of Directors.
- 2.5.1.8. The Board may bring a resolution to the membership to approve the membership fee change at the AGM.



- 2.5.1.9. Fees for specific activities and events shall be set by the Board and documented in meeting minutes.
- 2.5.1.10. Membership will run from January 1st to December 31st.

2.5.2. Non-Voting Membership

- 2.5.2.1. Eligibility for Non-Voting Membership shall include businesses, service providers, elected officials or any other organization or individuals as deemed appropriate by the Board.
- 2.5.2.2. A Non-Voting Member, 18 years of age and older can attend meetings, voice opinions, but no vote.

2.6. Eligibility

Members shall include all residents within the Boundaries, with following exceptions:

- 2.6.1. No member will remain on the Board if running for public office; must step down prior to running for office
- 2.6.2. No elected City of Mississauga official may hold an elected position and they have no vote on matters or issues.

2.7. Membership Resignations or Removals

Membership shall cease:

- 2.7.1. Upon the death of a member.
- 2.7.2. If the member has not paid the applicable membership fee prior to the end of the membership year.
- 2.7.3. If the member resigns by verbal or written notice given to the Association.
- 2.7.4. If the member is no longer eligible for membership.
- 2.7.5. If the membership has been terminated by a vote of at least two-thirds (2/3) of the membership at a meeting duly called for that purpose.
- 2.7.6. Notice of the meeting shall be served upon the member and set out the grounds for the proposed termination of his or her membership.
- 2.7.7. If a tenant vacates the rental house
- 2.7.8. Upon withdrawal of membership, members are not entitled to a refund of any of the fees they have already paid.



3. Organizational Structure of the Association

The Association's organizational structure is comprised of a volunteer Board and general members from the HHRA.

3.1. Board of Directors

- 3.1.1. The affairs of the association shall be managed by the Board who must be members of HHRA.
- 3.1.2. Elected members of the Board shall hold their position for two years unless convicted of a criminal offense or running for political office at which time they must resign.
- 3.1.3. The Association maintains a minimum of five (5) and a maximum of fifteen (15) voting Board Members.
- 3.1.4. All executives/officers are honorary and volunteer positions. No remuneration shall be offered or will be accepted.
- 3.1.5. Board Members may be reimbursed for expenses that have been pre-approved by a board vote and upon submitting receipts.

The duties of the elected Board are as follows:

3.2. President

- 3.2.1. key contact and primary spokesperson for HHRA.
- 3.2.2. preside over all meetings.
- 3.2.3. represent the Association in all official capacities (if unable to, their designate will fill in).
- 3.2.4. as the chair of the meeting shall adhere to the mission statement and objectives of the association and honour the will of the Board.
- 3.2.5. have signing authority along with the Treasurer, and the Vice-President; two authorized signatures will be required on all cheques.
- 3.2.6. have authority to authorize expenditures not in excess of \$100.00 without the approval of the Board.

3.3. Past President

- 3.3.1. becomes Director-At-Large upon completion of their term.
- 3.3.2. advisory role to the President and the Board for a minimum of one year.
- 3.3.3. automatically becomes Past President upon completion of their term.



3.4. Vice-President

- 3.4.1. assume the duties of and exercise the powers of the President in their absence or in the interim of replacing the president.
- 3.4.2. be responsible for chairing the Fundraising Committee meetings and all activities and reports of that committee.
- 3.4.3. has signing authority.
- 3.4.4. be responsible for the accounting of all monies related to fundraising.
- 3.4.5. receive financial reports from the Chairpersons of all Committees as determined by the Board of Directors.

3.5. Secretary

- 3.5.1. responsible for maintaining all available hard copy records, correspondence, documents and books with the exception of the financial records kept by the Treasurer.
- 3.5.2. maintain the accurate recording of the Minutes of all meetings and prepare and circulate draft minutes and agendas.
- 3.5.3. two (2) days prior to any meeting, prepare all other documents of the Association as deemed necessary by the Board.
- 3.5.4. distribute said Minutes within 10 days of the conclusion of Board meetings.
- 3.5.5. present each new Board Member with a copy of the current constitution or direct them to the online version on the Association's website.
- 3.5.6. completes the Community Group Registry Program application annually to remain in good standing.

3.6. Treasurer

- 3.6.1. maintain an account with a Canadian chartered bank, in the name of the Association, for all financial transactions, be in-charge of all monies and accounts in the name of this Association and maintain file of all receipts and disbursements.
- 3.6.2. be responsible for the accurate reporting on the accounts at all meetings.
- 3.6.3. be responsible for an annual written report to be submitted to the Board
- 3.6.4. sign and endorse all cheques together with either the President or Vice President.



3.7. Directors-At-Large

- 3.7.1. assist the Board as required
- 3.7.2. participate in planning and policy-making
- 3.7.3. may include membership coordinator, volunteer coordinator, event coordinator and communications coordinator (see below)

3.8. Membership Coordinator

- 3.8.1. issues memberships and maintains membership list with confidentiality.
- 3.8.2. collects fees and submits to the Treasurer (if applicable).

3.9. Volunteer Coordinator

- 3.9.1. responsible for recruiting volunteers from the community.
- 3.9.2. maintains a volunteer list.

3.10. Event Coordinator

- 3.10.1. leads the planning, organizing and logistics for all events.

3.11. Communications Coordinator

- 3.11.1. responsible for creating/maintaining the HHRA website and social media.

3.12. Ad-Hoc Committees/Positions

- 3.12.1. Ad-hoc Committees may be created to deal on specific issue & then dissolved.
- 3.12.2. They must report to the Board on a regular basis on the activities of their respective committee.
- 3.12.3. They must obtain approval of the Board for any document, webpage content, social media, etc. made for public consumption.

3.13. Street Representatives

- 3.13.1. communication with the homeowners they have been appointed to represent.
- 3.13.2. make Association membership forms available to homeowners who are not already members.



3.14. Risk Management

Board member(s) assigned to monitor engagement of a third party to deliver a portion of a project or event shall follow recommended guidelines to evaluate most likely areas of risk to address potential injuries or property damage . Refer to Association’s website (<https://www.hazelheights.ca>) for details.

3.15. Indemnity Clause

The Board of Directors of Hazel Heights Residents Association will investigate, but as a whole and individually as persons shall be held harmless and exempt from any liability as it pertains to allegations of breach of security, trust, personal injury, potential conflicts of interest, unclear operating policies, as well as breach of common law duties and/or negligence and breach of fiduciary duties; any allegations of mismanagement of assets, neglect or breach of duty in managing the organization, inaccurate disclosure statement or reporting errors, and any failure to misapply laws and regulations of the province or federal governments; as well as any other potential liability arising out of alleged errors or omissions in the rendering/performance of duties and activities as outlined in the HHRA’s mission statement/constitution.

4. Operating Procedures for the Board

4.1. Nomination and Election Procedures

- 4.1.1. Board members are elected at the AGM, with the exception of those that were nominated as the Founding Committee Board Members.
- 4.1.2. The AGM shall, preferably, be held annually, either virtually or in a physical location with an expectation that it be held no later than the end of March of each year.
- 4.1.3. Elections are by a majority vote of the members in attendance.
- 4.1.4. Any member in good standing can be nominated.
- 4.1.5. Voting will be executed as outlined in the AGM Voting Procedures on (<https://www.hazelheights.ca>)
- 4.1.6. Each position will be voted on separately.



- 4.1.7. No less than 14 days before the AGM, a list and description of all open Board positions will be sent by email to each registered HHRA member, along with a nomination form.
- 4.1.8. All candidates for the Board, other than Past President, shall be nominated at or before the AGM for the following term. A maximum of fifteen (15) members shall be elected onto the Board.
- 4.1.9. If a member cannot attend the AGM, but would still like to vote, they can designate a proxy to attend the meeting and vote on their behalf.
- 4.1.10. The members will be given a voting card for their proxy which will be exchanged for a ballot at the AGM.
- 4.1.11. Proxy names, via Proxy Form, need to be emailed to the HHRA at least a week prior to the AGM.
- 4.1.12. The President will ask each nominee in turn whether they are willing to stand for the particular office and allow them the opportunity to briefly address the members assembled.
- 4.1.13. The nominees will be asked to leave the room during voting. Assigned active Board member(s) will count or collect and tally the votes and submit them to the President.
- 4.1.14. If a single nomination is received for a particular office, that nominee will be elected by acclamation, with the Secretary casting one ballot.
- 4.1.15. The President shall cast the deciding vote in the event of any tie.
- 4.1.16. A maximum of 2 Directors-At-Large positions will be available for nomination and approval during non-election years.
- 4.1.17. A position that becomes vacant due to the resignation or removal of a Board Member prior to the end of their term may be filled by the Board with a member in good standing.
- 4.1.18. An election to fill the position will be held at the next AGM.
- 4.1.19. Any Board Member absent for three (3) consecutive meetings without notification or sufficient cause may be removed from the Board.

4.2. Meetings

- 4.2.1. The Board shall meet a minimum of 6 times annually, either virtually or in a physical location.
- 4.2.2. Board meetings shall be held at the call of the President or any two members of the Board.
- 4.2.3. Ad-hoc meetings shall be held at the call of the President or all other members of the Board.



- 4.2.4. All members of the Board must be notified of an ad-hoc meeting at least 48 hours (2 days) in advance of the date of the ad-hoc meeting and must be notified at the same time of the agenda of the meeting.
- 4.2.5. Where circumstances warrant such action, the President may canvass Board Members by telephone, email and/or social media in order to obtain a consensus.
- 4.2.6. **Minutes of the meeting shall include, at a minimum:**
 - 4.2.6.1. dates, time, place of meeting
 - 4.2.6.2. approval or amendments to the previous minutes
 - 4.2.6.3. all rulings by the President
 - 4.2.6.4. all motions properly moved, including the names of the mover and seconder
 - 4.2.6.5. list of reports/documents introduced at the meeting attached to the minutes
 - 4.2.6.6. summary of significant changes
 - 4.2.6.7. time of adjournment
- 4.2.7. **Quorum**
 - 4.2.7.1. A quorum for the Board meeting is achieved when a majority (50% plus one) of its members are present.
 - 4.2.7.2. The quorum for the AGM shall be 12 members, with a minimum of 4 executives.
 - 4.2.7.3. Robert's Rules of Order will be used to conduct board meetings and meetings with members.

4.3. Conflict of Interest

- 4.3.1. Every officer on the Board who has, directly or indirectly, any interest, financial or otherwise in any contract or transaction to which the Association is or is to be a party shall declare their interest in such contract or transaction at the next meeting of the HHRA Board.
- 4.3.2. They shall at that time disclose the nature and extent of such interest to the extent to which such information is within their knowledge or control.
- 4.3.3. The Board member shall abstain from voting on the issue in question.



- 4.3.4. Membership in another city-recognized resident or ratepayers group constitutes a conflict of interest and will cause a person to cease to be a Board Member of the Association.

4.4. Code of Conduct

Please refer to the HHRA website for the Code of Conduct that must be followed by all HHRA Members -<https://www.hazelheights.ca>.

4.5. Complaint Procedures

- 4.5.1. From time to time, the Board may receive a complaint regarding our public events, community initiatives or social media outreach.
- 4.5.2. The Board is committed to responding to any member or associate member in a fair and respectful manner.

REFER: HHRA website(<https://www.hazelheights.ca>) for Complaint Procedures.

4.6. Dissolution

- 4.6.1. HHRA may be dissolved by 2/3rds of an executive vote in favor of dissolution.
- 4.6.2. In the event this Association is dissolved, all of its remaining assets, after payment of liabilities, shall be offered to the City of Mississauga Recreation Division, Parks, Forestry & Environment Division, or it's successor for the betterment of the environment of the HHRA as it pertains to its Boundaries.

4.7. Financial Management

4.7.1. Fiscal Year

The fiscal year of HHRA shall run from January 1 to December 31.

4.7.2. Funds

- 4.7.2.1. The Association may raise funds either by donation, grant application, membership fees, sponsorship, or other means.
- 4.7.2.2. The proceeds of any such fundraising shall be used in accordance with and to the furtherance of the objectives of the Association.
- 4.7.2.3. Assigned Board member(s) shall follow Sponsor Management Guidelines in every sponsor engagement; refer



to Hazel Heights Website (<https://www.hazelheights.ca>) for details.

4.7.3. Bank Accounts and Cheque Signatories

- 4.7.3.1. Bank accounts shall be opened in the name of the Association.
- 4.7.3.2. Only elected officers, president, vice-president, or treasurer shall act as cheque signatories.
- 4.7.3.3. Two (2) signatures are required on each cheque.
- 4.7.3.4. In the event that Association officers are related or reside in the same household any one (1) of these officers can act as a signatory as long as the second signatory is an officer that is not related nor residing in the same household as the first signatory.

4.7.4. Expenditure Approval

- 4.7.4.1. Approval of expenditures up to 50% of the equity of the Association must be pre-approved at a meeting of the Board and be decided by majority vote of Board Members present.
- 4.7.4.2. Expenditures, which would exceed 50% of the equity of the Association, must be approved at the Annual General Meeting or a duly called Special General Meeting.

Appendix 1

A1. Privacy Policy:

- A1.1 By completing our registration form via paper or online and paying the annual fee, if you live within the Boundaries, you are registered as a member of the Hazel Heights Residents Association.
- A1.2 You are therefore entitled to all of the membership privileges of the Hazel Heights Residents Association, including but not limited to voting at the AGM and any special meeting(s) of the membership.
- A1.3 If you provide an email address, you are granting permission for the Hazel Heights Residents Association to contact you.
- A1.4 You can withdraw your membership at any time.
- A1.5 Your personal information will not be shared with HHRA Members, other than the HHRA Board for administrative purposes, unless your permission is



HAZEL HEIGHTS RESIDENTS ASSOCIATION



obtained, with the exception of providing information to the City of Mississauga for the purposes of the Community Group Registry Program policy.

A1.6 Political Affiliation:

A1.6.1 The association is a non-partisan organization and therefore does not endorse any specific candidate seeking public office, but will work with all elected and public officials to support them in representing the needs of HHRA.

Ruchi Ambike

Name of President

Signature

October 13, 2023

Date

Ramila Mudarth

Name of Secretary

Signature

October 13, 2023

Date